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4 DEC 1970

MEMORANDUM FOR: Deputy Director, Personnel Security  
SUBJECT : Management Improvement Program  
REFERENCE : Memo from C/EPD dated 13 Nov 70

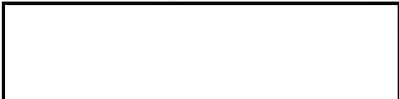
1. This is the Security Records and Communications Division response to the subject program.

2. We in SR&CD find it difficult at our level to establish significant goals which can be expected to increase efficiency or reduce costs during the upcoming fiscal year and be measured as stated in Circular A-44.

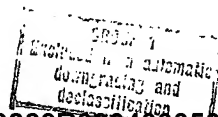
3. We are quite concerned with management improvement and cost reduction and perform a continuing review of Division procedures seeking new approaches to improve the operation of the Division. We know that during the coming years we must improve our efficiency to do more with less personnel but as a service and support component of the Office of Security it is not easy for us to identify measurable goals. For example, the completion of our Color Coding Program is a goal of this Division as it has proven successful in reducing the problem of mis-files. The program, however, is experiencing delays due to the limited work force available and the volume of our day-to-day requests. While we consider this a most valuable tool, we look upon it as an "extra" function and cannot give it priority attention. Our most important goal is to continue, and improve, our service to the Office of Security.

4. To reduce rental fees for equipment leased by SR&CD we have requested two (2) Univac DCT 1000 configurations to replace our present IBM 1050 equipment and four (4) Univac 1701-04 VP Key Punch/Verifiers to replace one (1) IBM 029 Key Punch machine and six (6) IBM 059 verifiers. The approximate annual savings, based on the present rental cost, will be \$2,808.00 per year. ✓

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Chief, Security Records and  
Communications Division

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